

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION  
**ADOPT-A-HIGHWAY PERMIT APPLICATION**

TR-0103 (REV. 4/2004)  
 Page 1 of 2

PERMIT NO.

DIST/CO/RTE/PM

**PERSONAL INFORMATION NOTICE:** Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification to inspect all personal information in any record maintained on the individual by an identifying particular.

**ADA NOTICE:** For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 653-3657 or TDD (916) 654-3880 or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

**FOR CALTRANS USE** (Date Received)

**PERMISSION IS REQUESTED TO ENCROACH ON THE STATE HIGHWAY RIGHT OF WAY AS FOLLOWS:**

*Please call 1-866-ADOPTAHWY for assistance in completing this form.*

**APPLICATION TYPE** (Check One)

☐ New Adoption ☐ Adoption Renewal ☐ Waiting List Placement

**ADOPTION TYPE**

☐ Litter Removal ☐ Seedling Tree and Shrub Planting <sup>1</sup>  
☐ Graffiti Removal ☐ Wildflower Planting and Vegetation Control <sup>1</sup>  
☐ Vegetation Control <sup>1</sup> ☐ "Spot" Wildflower Planting <sup>1</sup> ("Spot" adoption participants receive no sign.)  
☐ Recognition Panel Replacement. (Contractors only. Panels must be approved by the Department.)  
☐ Other, describe: \_\_\_\_\_

*NOTE: Applications for new adoptions and adoption renewals will not be processed until required support documents have been received.*

<sup>1</sup> Plans and schedules are required. If herbicides will be used, a Pest Control Recommendation is required and the applicator must submit proof of appropriate licensing or certification by the Department of Pesticide Regulation.

**ADOPTION SITE LOCATION** (Waiting list applicants: please enter desired locations on page 2.)

COUNTY	ROUTE	POST MILE RANGE	DIRECTION(S) <input type="checkbox"/> North Bound <input type="checkbox"/> South Bound <input type="checkbox"/> East Bound <input type="checkbox"/> West Bound
BEGINNING POST MILE DESCRIPTION (Landmark, cross street, etc.)			END POST MILE DESCRIPTION (Landmark, cross street, etc.)

**APPLICANT INFORMATION**

ORGANIZATION/BUSINESS NAME

**DOUBLE PERMIT**

☐ Check if applicant is a contractor. (See reverse for insurance and license requirements.)

PRIMARY CONTACT (Unless otherwise notified, Caltrans assumes that the primary contact is the group's safety leader)

TITLE

ADDRESS

CITY	STATE	ZIP CODE
------	-------	----------

PHONE NUMBER	ALTERNATE PHONE NUMBER	FAX	E-MAIL
--------------	------------------------	-----	--------

ALTERNATE CONTACT (Required)	ALTERNATE CONTACT'S PHONE NUMBER
------------------------------	----------------------------------

☐ Check if alternate contact is the group's safety leader.

WORK WILL BE PERFORMED BY

☐ Volunteers over the age of 18 ☐ Volunteers over the age of 16 ☐ Hired Contractor (name) \_\_\_\_\_

**NO ONE UNDER ☐ 16 ☐ 18 YEARS OF AGE IS ALLOWED TO PARTICIPATE ON STATE RIGHT-OF-WAY. \_\_\_\_ (Initials)**

**AUTHORIZED SIGNATURE** The undersigned agrees that work will be done in accordance with Caltrans rules and regulations and subject to inspection and approval. The Adopt-A-Highway Program and its courtesy signs are not a forum for advertisement or public discourse.

SIGNATURE OF PRIMARY CONTACT

DATE

## ADOPT-A-HIGHWAY PERMIT APPLICATION WAITING LIST SITES

Page 2 of 2

### WAITING LIST SITE 1

COUNTY	ROUTE	POST MILE RANGE	DIRECTION(S) <input type="checkbox"/> North Bound <input type="checkbox"/> South Bound <input type="checkbox"/> East Bound <input type="checkbox"/> West Bound
BEGINNING POST MILE DESCRIPTION (Landmark, cross street, etc.)			END POSTMILE DESCRIPTION (Landmark, cross street, etc.)

### WAITING LIST SITE 2

COUNTY	ROUTE	POST MILE RANGE	DIRECTION(S) <input type="checkbox"/> North Bound <input type="checkbox"/> South Bound <input type="checkbox"/> East Bound <input type="checkbox"/> West Bound
BEGINNING POST MILE DESCRIPTION (Landmark, cross street, etc.)			END POSTMILE DESCRIPTION (Landmark, cross street, etc.)

### WAITING LIST SITE 3

COUNTY	ROUTE	POST MILE RANGE	DIRECTION(S) <input type="checkbox"/> North Bound <input type="checkbox"/> South Bound <input type="checkbox"/> East Bound <input type="checkbox"/> West Bound
BEGINNING POST MILE DESCRIPTION (Landmark, cross street, etc.)			END POSTMILE DESCRIPTION (Landmark, cross street, etc.)

### WAITING LIST SITE 4

COUNTY	ROUTE	POST MILE RANGE	DIRECTION(S) <input type="checkbox"/> North Bound <input type="checkbox"/> South Bound <input type="checkbox"/> East Bound <input type="checkbox"/> West Bound
BEGINNING POST MILE DESCRIPTION (Landmark, cross street, etc.)			END POSTMILE DESCRIPTION (Landmark, cross street, etc.)

### WAITING LIST SITE 5

COUNTY	ROUTE	POST MILE RANGE	DIRECTION(S) <input type="checkbox"/> North Bound <input type="checkbox"/> South Bound <input type="checkbox"/> East Bound <input type="checkbox"/> West Bound
BEGINNING POST MILE DESCRIPTION (Landmark, cross street, etc.)			END POSTMILE DESCRIPTION (Landmark, cross street, etc.)

## INSURANCE AND LICENSE REQUIREMENTS FOR ADOPT-A-HIGHWAY CONTRACTORS

Individuals, organizations, and businesses may adopt segments of highway and have the required adoption work performed by a professional business through contract or agreement. The Adopt-A-Highway Program refers to all businesses hired by adopters as "contractors." A contractor can be used for any adoption type. A contractor can be hired to perform all or only a portion of the adoption tasks. To set up this type of adoption, two Adopt-A-Highway Permit Applications must be submitted. One must be signed by the adopter and a second must be signed by the contractor. The contractor's permit will be referred to as a "double permit." **The Adopt-A-Highway Program does not permit sub-contracting by contractors.**

### INSURANCE REQUIREMENTS

**Liability Insurance:** Contractors with employees shall maintain \$1,000,000 of general liability insurance for each occurrence, plus \$2,000,000 of excess liability insurance (totaling \$3,000,000). Contractors who do not utilize paid employees shall maintain \$1,000,000 in general liability insurance for each occurrence; no excess liability insurance is required. All certificates of liability insurance shall name the State of California Department of Transportation as additional insured.

**Vehicular Insurance:** Contractors shall carry vehicular liability insurance as required by law.

**Workers Compensation Insurance:** Contractors that utilize paid employees shall carry workers compensation insurance as required by law.

### CALIFORNIA STATE CONTRACTORS LICENSE BOARD (CSLB) LICENSES

CSLB licenses must be held by an owner of the business whose name appears on the Adopt-A-Highway Permit Application. License requirements vary by task as follows:

**Weed control by mulching.** A: General Engineering Contractor or C-27: Landscape Contractor.

**Soil Preparation prior to planting** (tilling, digging, and/or soil amendment). A: General Engineering Contractor or C-27: Landscape Contractor.

**Planting of seedling trees or shrubs.** A: General Engineering Contractor or C-27: Landscape Contractor.

**Manual seeding of wildflowers.** A: General Engineering Contractor or C-27: Landscape Contractor.

**Hydroseeding or drillseeding of wildflowers.** A: General Engineering Contractor or C-27: Landscape Contractor or C-61/D59: Limited Specialty/Hydroseed Spraying (hydroseeding only).

**Pruning of trees equal to, or less than, 15 feet in height.** A: General Engineering Contractor or C-27: Landscape Contractor or C-61/D49: Limited Specialty/Tree Service. (NOTE: Pruning of larger trees is not permitted under the Adopt-A-Highway Program.)

**Painting to remove graffiti from structures or to refurbish mission bell components.** B: General Building Contractor or C-33: Painting and Decorating Contractor.

**Installation of mission bell components** (bell, staff, theft-resistant cable, and/or concrete footing). B: General Building Contractor or C-61/D34: Limited Specialty/Prefabricated equipment.

### CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION (DPR) LICENSES

DPR licenses must be held by an owner of the business whose name appears on the Adopt-A-Highway Permit Application. DPR's licensing requirements vary with the type of business hired and the location of the herbicide application.

**Herbicide application on highway roadsides.** Pest Control License and have at least one person in a supervisory position that holds a QAL, with the "C.Right-of-Way" pest control category.

**Herbicide application at park and rides.** Pest Control License and have at least one person in a supervisory position that holds a QAL, with the "C. Right-of-Way" pest control category or the "B. Landscape Maintenance" pest control category or Maintenance Gardener Pest Control Business License and have at least one person in a supervisory position that holds a QAL or QAC with the 3. "B. Landscape Maintenance" pest control category.